



## **Zoning Variance Application Checklist**

- \_\_\_\_\_ Notice has been published in the Llano News and the Horseshoe Bay Beacon at least ten (10) days prior to the public hearing when the application will be considered.
  - \_\_\_\_\_ Affidavits of Publishers submitted.
  - \_\_\_\_\_ Copies of newspaper publications attached.
  - \_\_\_\_\_ One original copy of both publications submitted.
- \_\_\_\_\_ Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least ten (10) days prior to the public hearing.
  - \_\_\_\_\_ Copy of notice mailed to property owners and date mailed submitted.
  - \_\_\_\_\_ List of all property owners notified with names and addresses submitted.
- \_\_\_\_\_ Site plan depicting platting information and relevant variance issue(s).
- \_\_\_\_\_ Subdivision ACC approval and date.
- \_\_\_\_\_ Application using forms prescribed by the city, certifying land ownership and, if applicable, authorization of a land owner's agent to file the request.
- \_\_\_\_\_ Application fee of \$100.00 submitted.
- \_\_\_\_\_ You or your designated agent must be present at the Council Meeting to present your request.